

Date: 17 June 1963

Memo For The Record

SUBJECT: Secure Area for DD/P - SR

1. I was requested by [] RMO for DD/P - SR to review a request for a secure area.

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2. The proposed realignment of DD/R space necessitates that SR vacate their present secure area in B corridor and relocate in Rooms 5D-13 and 5D-0119.

3. Buck and I met with [] Deputy Chief of Support, SR, and also inspected both the present and proposed locations. In their present location SR is using 5 sections of shelving, 8 shelves high, for filing documents classified up through Secret.

4. If they were to move into a non secure area they could not use shelving and would need approximately 15 safes. A comparison of equipment costs, shelving vs. safes, amounts to a monetary savings of approximately \$7,000. A comparison of floor space requirements indicates that conversion to safes would require 68 additional square feet of floor space.

5. During our inspection we also noticed 2, five drawer card safes being used to file 3x5 and 5x8 cards. We asked [] if he couldn't use 3x5 and 5x8 non-safe type cabinets and he consented to convert provided they move into a secure area.

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6. This conversion would result in a further savings approximating \$700 in equipment costs as well as reducing floor space requirements. There are 3x5 and 5x8, non-safe type file cabinets in [] as excess agency equipment.

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7. I therefore recommend, that, to be consistent with good Records Management practices, this request for a secure area be approved.

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